



# Google Drive

A cloud storage and productivity suite you can access anytime, anywhere and on any device (using commonwealth-approved authentication methods)



Store, sync and share files with ease from your computer, phone or tablet

Collaborate on text documents at the same time, in your browser with Docs

Create project plans, analyze data with charts and filters, and more with Sheets

Collaborate on presentations at the same time, in your browser with Slides

Create and analyze surveys right in your mobile or web browser with Forms

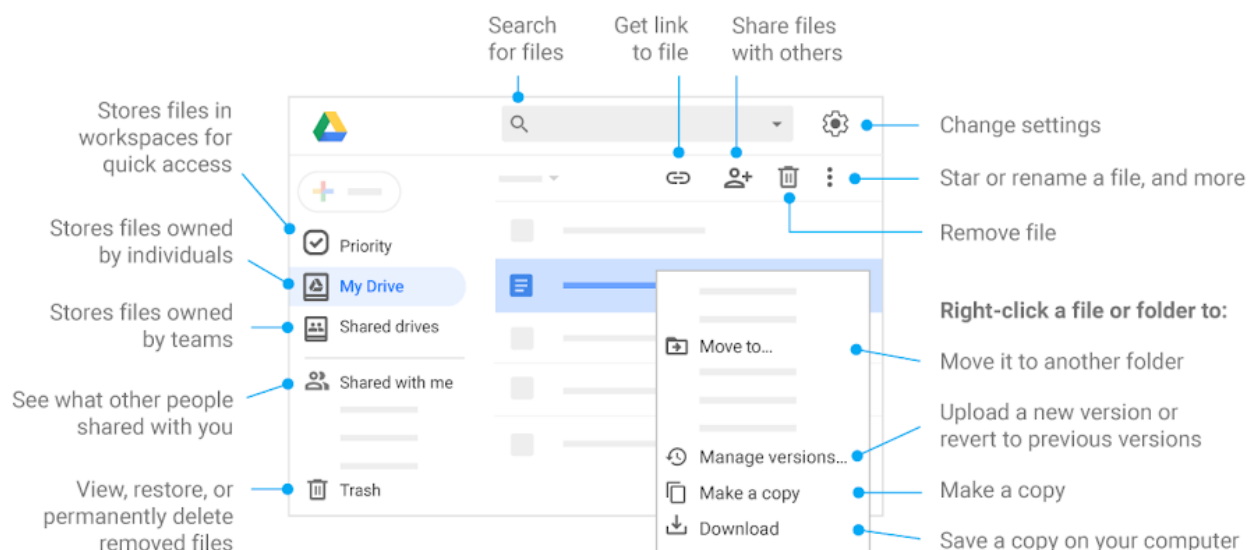
## Use it to:

- Streamline agency document collaboration and sharing
- Improve accessibility of critical documents at work or outside the office
- Improve tracking of file and folder updates

Find out how by going to the **Google Drive** section of the messaging G Suite support site (<http://messaging.vita.virginia.gov>)

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## Familiarize yourself with Drive and start moving your files to the cloud today!



# Features Specific to the Commonwealth

## Securing internal documents

Documents can only be shared by entering the names of people or distribution lists in the “Share with others” text field.

The “On - Commonwealth of Virginia” and “On - anyone at the Commonwealth of Virginia with the link” sharing options have been disabled.

***To share a document, you must select a specific person or distribution list.***

***Do NOT select the options for sharing with the commonwealth - they will not work.***

Link sharing

☐ On - Commonwealth of Virginia  
Anyone at Commonwealth of Virginia can find and access.

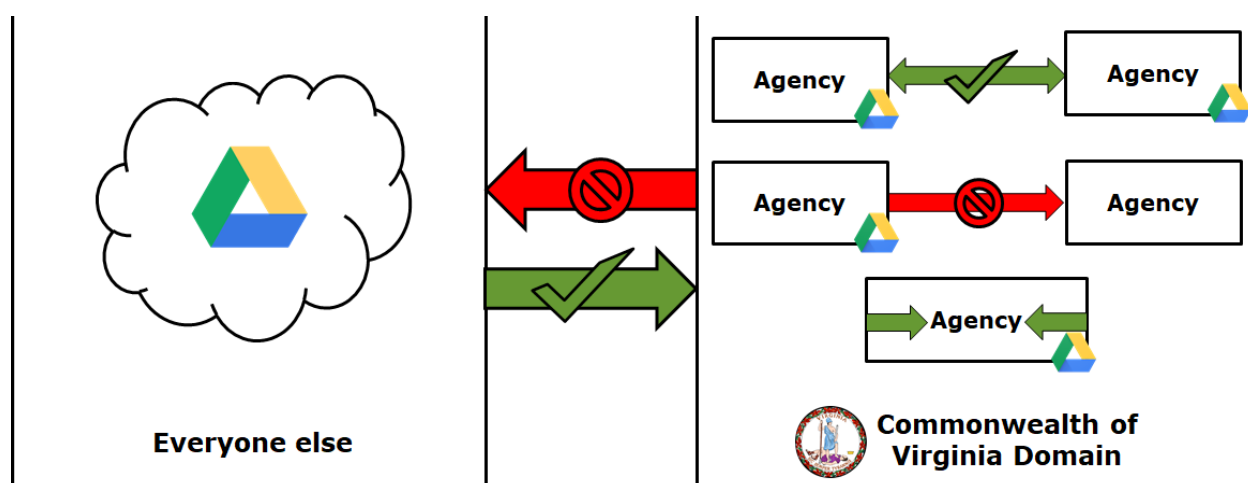
☐ On - Anyone at Commonwealth of Virginia with the link  
Anyone at Commonwealth of Virginia who has the link can access.

☒ Off - Specific people  
Shared with specific people.

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

[Save](#) [Cancel](#) [Learn more about link sharing](#)

## Sharing rules



### Watchpoints:

- Those in agencies **not** using Drive will NOT be able to access your documents

## ADDITIONAL DIFFERENCES FOR COMMONWEALTH OF VIRGINIA USERS

- Files are encrypted in Google Drive both in transit and at rest.
- Google files can only be shared with other G Suite users within the commonwealth.
- Attempts to share files outside of the commonwealth will be blocked.
- Users cannot share documents they do not have access to themselves.